



TOWN OF ELLINGTON

55 MAIN STREET • P.O. BOX 187
ELLINGTON, CONNECTICUT 06029-0187

CHARTER REVISION COMMISSION

SPECIAL MEETING MINUTES
OCTOBER 24, 2005

PRESENT: Charlotte Murphy, Thomas Neeson, John O'Shaughnessy, Joe Ryan, Terry Shook, Joe Wehr.

1. CALL TO ORDER:

MOVED (O'SHAUGHNESSY), SECONDED (SHOOK) AND PASSED UNANIMOUSLY TO OPEN THE MEETING OF THE CHARTER REVISION COMMISSION (CRC) AT 7:03 P.M. IN THE TOWN HALL, 55 MAIN STREET, ELLINGTON, CT.

2. CITIZENS FORUM:

Beverly Lewis, Chair of the Hall Memorial Library Board of Directors, stated that she had no comments at this time but may have input when the CRC discusses the Library.

3. APPROVAL OF MINUTES: SEPTEMBER 27, 2005

MOVED (MURPHY), SECONDED (SHOOK) AND PASSED UNANIMOUSLY TO APPROVE THE MEETING MINUTES OF SEPTEMBER 27, 2005.

4. REVIEW INPUT FOR CHANGES TO CHARTER

Mr. Wehr met with Dennis Milanovich, First Selectman, on October 5, 2005 to review the CRC guidelines. Mr. Milanovich suggested that the CRC not rush the process and recommended that the members review the Charter to look for ways to improve the efficiency and productivity of the Town. One way he suggested was combining Town services with the Board of Education and merging some of the duties of the Emergency Services.

The CRC reviewed input received from various Town agencies. It was agreed that each member will take responsibility of a particular issue, review the comments submitted and make a recommendation at the November 28, 2005 meeting.

CHANGE IN GOVERNMENT: It was noted that several suggestion were received regarding a change in government to include a Town Manager. Some members felt it would be necessary to determine early if a change in the form of government would be included in the CRC recommendations as such a change would impact the Charter in many ways. Mr. Neeson and Mr. Shook volunteered to explore the issues relative to a change in government, i.e., financial impact, advantages, drawbacks, how other towns adjusted to the change, etc. This information will be presented at the Public Hearing.

SECTION 808. PUBLIC SAFETY COMMISSION: Several agencies requested to either update the duties or eliminate the Commission. Mr. O'Shaughnessy will review the comments and make a recommendation.

SECTION 922. TOWN PLANNER: Request to update responsibilities in Charter to reflect revision to the Town Planner's Position Description. Ms. Murphy will review the current language and provide a recommendation.

SECTION 1006. DUTIES OF THE TOWN MEETING ON THE BUDGET: Request to change language to prevent reduction to Board of Education budget below level required by State Statutes. Mr. Ryan pointed out that the bottom line can be cut to any budget at a Town Meeting; however, specific line items such as salaries cannot be cut. He also added that it would be complicated to include this language as it is difficult to define the level of funding needed to meet state mandates. By consensus, the CRC will not include this recommendation in their draft report.

SECTION 1006. DUTIES OF THE TOWN MEETING ON THE BUDGET: Request to change 'Wednesday' to 'Tuesday' to conform to language in Section 602. By consensus, the CRC will include this recommendation in their draft report.

CHAPTER VIII. APPOINTED BOARDS AND COMMISSIONS: Request to add newly created Senior Center Endowment Fund Committee. Mr. Wehr will review the language and provide a recommendation defining the Committee. Mr. Ryan will research the fund and accounting aspects and make a recommendation to define the process of directing money specified for a particular fund.

SECTION 302 (f), (g), 805, 819, 820, 822. LAND USE COMMISSION: Request to limit Land Use Board/Commission members to serving on one Land Use Board/Commission. The CRC felt this decision should be made by the appointing authority not the Charter. By consensus, the CRC will not include this recommendation in their draft report.

TOWN-WIDE BUILDING MAINTENANCE: Information received from the previous CRC, CCM and the Town of South Windsor re: Shared Town services. Mr. Wehr will review the material and start a preliminary review.

HUMAN RESOURCE DIRECTOR: Request to add position of Human Resource Director. Discussion tabled. Ms. Sauve will provide information recently received from CCM to the CRC members prior to the next meeting.

SECTION 813. PERMANENT BUILDING COMMITTEE: Request to include language that the Finance Officer shall be responsible for submitting a summary of expenditures and a reconciliation to the budget for any construction project to the Permanent Building Committee. Mr. Ryan suggested this request be included in the overall financial study.

CHAPTER III. ELECTED BOARDS: Request to include duties of elected boards in the Charter. Mr. Wehr will prepare a matrix for review at the next meeting.

SECTION 504. GENERAL POWERS AND DUTIES: Request to add language that the Board of Selectmen shall serve as the chief executive goal-setting and policy-making board of the town. The Board of Selectmen shall set five-year goals and policies to be examined annually and modified as needed. Mr. Ryan will draft language.

SECTION 502. PRESIDING OFFICER AND ORGANIZATION: Request to add annual joint meeting with Board of Selectmen and Planning & Zoning Commission to be held twice a year to address Plan of Conservation & Development. The CRC felt this did not belong in the Charter. By consensus, the CRC will not include this recommendation in their draft report.

SECTION 817. BOARD OF ASSESSMENT APPEALS: Include language to add additional members to the Board of Assessment Appeals prior to and following an evaluation. Mr. O'Shaughnessy will review this request and make a recommendation.

PERSONNEL APPEALS BOARD: Request to establish a Personnel Appeals Board as set forth in Section 7-422 of the State Statutes. Mr. O'Shaughnessy will research this request and make a recommendation.

SECTION 918. FIRE DEPARTMENT: Request to update language. Mr. O'Shaughnessy will review this request and make a recommendation.

Ms. Lewis stated that the Library Director will submit a memo asking the CRC to consider incorporating the Hall Memorial Library by-laws into the Charter.

Additional written comments distributed at tonight's meeting will be addressed at the November 28, 2005 meeting.

The CRC will issue a follow-up memo to the Town agencies that have not responded to September 28, 2005 memo requesting their input.

5. DISCUSS TIMELINE AND SCHEDULE

Mr. Wehr drafted a timeline in correlation to the basic steps outlined in the State Statutes. **(Attached)**

6. SCHEDULE FIRST PUBLIC HEARING DATE

The CRC discussed presenting the issues identified by the Town agencies and the general public at a Public Hearing. The first Public Hearing date will be set at the November 28, 2005 meeting.

7. ADJOURNMENT

MOVED (O'SHAUGHNESSY), SECONDED (SHOOK) AND PASSED UNANIMOUSLY TO ADJOURN THIS MEETING AT 9:20 PM.

Respectfully submitted,



Marie Sauve
Recording Secretary

Charter Revision Schedule

Step	Actual	No Later Than
2 Appointment of Charter Revision Commission	September 12, 2005	
3a First Public Hearing Prior to beginning substantive work		
3b Second Public Hearing After completion of draft report, prior to submitting to Board of Selectmen (BoS)		
4 Submit draft report to BoS (no later than 16 months after Step 2)		January 12, 2007
5 BoS holds Public Hearing (no later than 45 days after Step 4)		February 26, 2007
6 If necessary, BoS recommends changes to draft report (no later than 15 days after Step 5)		March 13, 2007
7 Submit final report to BoS (no later than 30 days after Step 6)		April 12, 2007
8 BoS approves or rejects final report (no later than 15 days after Step 7) Charter Revision Committee is terminated		April 27, 2007